



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Honorable Board of Supervisors **DATE:** January 25, 2022
FROM: Kate Sampson, Director of Human Resources
BY: Suzanne Holloway, Human Resources Manager
Heidi Kernytsky, Senior Human Resources Analyst
SUBJECT: Updates to the Uncodified Schedule of Classifications and Compensation Ordinance

ACTION REQUESTED

Adopt an ordinance, introduced January 11, 2022, to amend the uncodified Schedule of Classifications and Compensation Ordinance to:

- a. Create the new classifications of Supervising Deputy Probation Officer, Chief Information Security Officer, Eligibility Specialist – Trainee, Budget Administrator, and Legislative & Governmental Affairs Coordinator;
- b. Retitle the Director of Economic Development and District Aide Contract; and
- c. Abolish the classifications of Supervising Deputy Probation Officer – Institution and Supervising Deputy Probation Officer – Field.

BACKGROUND

Periodically, the Human Resources Department (HR) recommends modifications to the County's Schedule of Classifications in order to reflect recent updates to classification specifications in both the classified and unclassified services. The proposed ordinance reflects the creation, retitling, and deletion of classifications as described below.

Salary recommendations for new classifications are based upon an analysis of the relevant labor market, internal alignment with positions at a similar level within the County, and the Countywide classification plan. All classification specifications have been approved by the Human Resources Director and County Executive Officer in the classified and unclassified service, respectively.

Creation of Classifications

Supervising Deputy Probation Officer

At the request of the Probation Department, HR reviewed and studied the classifications of Supervising Deputy Probation Officer – Institution and Supervising Deputy Probation Officer – Field. Given the overlap in duties between the two classifications and in the interest of providing the department with additional flexibility and promotional opportunities for staff, a new, broader

supervisory classification has been established. This new Supervising Deputy Probation Officer classification will allow the Probation Department to operate in the most efficient and effective manner and is consistent with other agencies in the labor market.

Chief Information Security Officer

The Information Technology Department (IT) has been expanding its Information Security Program over the last few years as a result of increased security threats that continue to become more sophisticated. At the request of IT, HR studied the duties performed in support of the County's efforts to maintain cyber security and mitigate future threats. As a result of the analysis, the Chief Information Security Officer has been created to provide long term management oversight for this ongoing need.

Eligibility Specialist – Trainee

Due to recruitment and retention challenges, the Department of Health & Human Services requested that HR consider the creation of a trainee level classification for its Eligibility Specialist series. While the current Eligibility Specialist I classification has traditionally been considered the entry level into the series, incumbents spend a significant amount of time during the probationary period completing formalized training in eligibility determination, leaving the department with limited opportunity to assess their ability to perform the full scope of duties prior to the end of probation. Feedback from department management and a survey of all California counties indicated that a lower-level trainee class will not only broaden the qualified applicant pool but also allow sufficient opportunity to complete job-related training prior to entry into the Specialist series, ensuring greater success in employee retention.

Budget Administrator and Legislative & Governmental Affairs Coordinator

At the request of the County Executive Office, HR coordinated a study of several management level positions within its Administrative Division. As a result of the analysis conducted and a review of the labor market, two positions were identified whose specialized duties fall outside the scope of other existing County classifications. The study resulted in the creation of the new Budget Administrator and Legislative & Governmental Affairs Coordinator classifications to support critical functions of the County Executive's Office.

Retitling Classifications

In anticipation of a new recruitment to fill a recent vacancy for Director of Economic Development, the classification specification was reviewed in order to ensure the content was up to date and accurately reflected the scope and level of work performed. The updated job title provides consistency with the County's classification plan, other division manager positions within the County Executive Office, and comparable positions in the labor market. Also at the request of the County Executive Office, the title for District Aide – Contract was updated to reflect the working titles currently used by staff in recognition of the nature, diversity, and scope of responsibilities performed in support of an elected member of the Board of Supervisors.

Honorable Board of Supervisors

January 25, 2022

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Abolishment of Classifications

As a result of the creation of Supervising Deputy Probation Officer, HR recommends abolishment of the obsolete Supervising Deputy Probation Officer – Institution and Supervising Deputy Probation Officer – Field classifications.

FISCAL IMPACT

None of the proposed changes result in an increase to approved position allocations. The total estimated fiscal impact for the recommendation updates is approximately \$98,970 annually. Resulting costs will be absorbed in the affected departments' adopted Fiscal Year 2021-22 budgets.

ATTACHMENT

Attachment 1 – Ordinance

Before the Board of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance to create the new classifications of Supervising Deputy Probation Officer, Chief Information Security Officer, Eligibility Specialist – Trainee, Budget Administrator, and Legislative & Governmental Affairs Coordinator; retitle the Director of Economic Development and District Aide Contract; and abolish the classifications of Supervising Deputy Probation Officer – Institution and Supervising Deputy Probation Officer – Field.

Ordinance No.: _____

Introduced: January 11, 2022

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<u>11813</u>	<u>Deputy Probation Officer – Supervising</u>	<u>PROF</u>	<u>231</u>
<u>11816</u>	<u>Chief Information Security Officer</u>	<u>MNGT</u>	<u>463</u>
<u>11817</u>	<u>Eligibility Specialist - Trainee</u>	<u>GNRL</u>	<u>47</u>
<u>11814</u>	<u>Budget Administrator</u>	<u>MNGT</u>	<u>452</u>
<u>11815</u>	<u>Legislative & Governmental Affairs Coordinator</u>	<u>MNGT</u>	<u>445</u>
19924	Director of Economic Development <u>Economic Development Manager</u>	MNGT	454
111734	District Aide Contract <u>District Director Contract</u>	UNCL	A46
<u>14412</u>	Deputy Probation Officer Supervising - Institution	<u>PROF</u>	<u>219</u>
<u>14413</u>	Deputy Probation Officer Supervising – Field	<u>PROF</u>	<u>231</u>

<u>GNRL 47 Salary Admin Plan</u>	Range B
<u>Step 1</u>	<u>20.40</u>

Section 2. That this ordinance shall be effective the first day of the pay period following adoption.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

